mamboschools ™

mamboSchools™
Web Application Manual

## teacherPlace: Building a Blog
Part 3 of 4

This web application manual will educate and introduce teachers to the teacherPlace component within your mamboSchools™ site. The teacher-Place Component allows your teaching staff to create a profile, web page(s), and blog within your mamboSchools™ web site. It also allows teachers to create quizzes, generate discussions, and display their micro-blog posts via their Twitter™ account.

This manual is the third of four and demonstrates how a teacher logs into teacherPlace to create, update, and manage a blog.

mamboschools
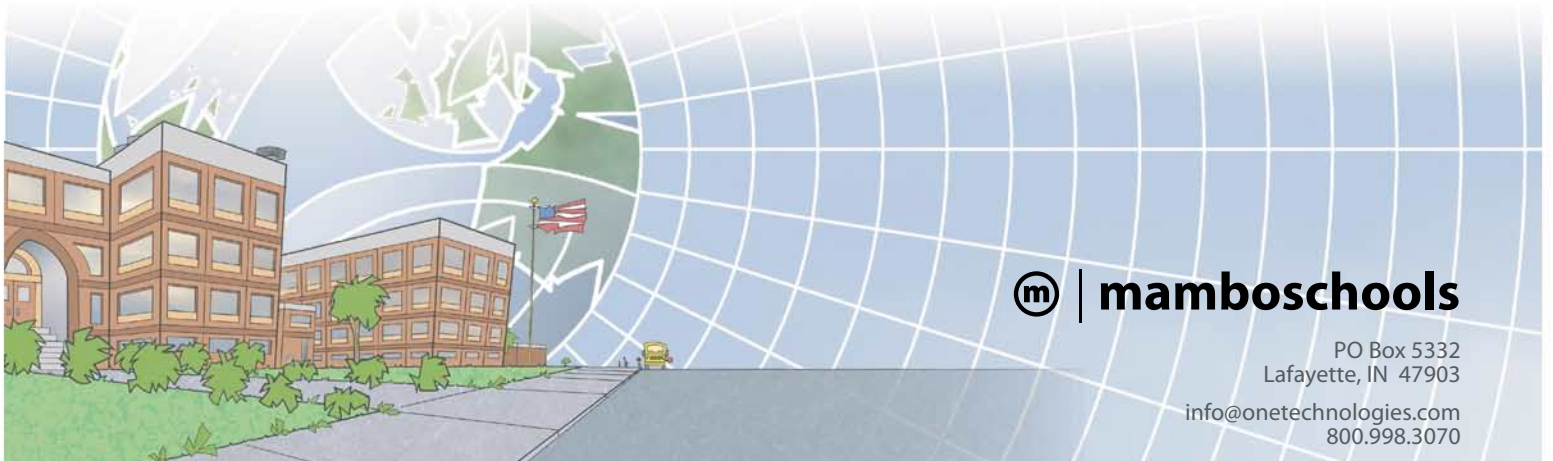
teacherPlace™ Directory

Search Teacher Directory

[Search by Last Name] [Search] **1.**   **2.** [Search By Position ▾]

Last Name Starts With: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

3.

Teacher Directory

Sort By: [Name ▾]

Mrs. Adler	3rd Grade	889-0040 x.525	
Mrs. Bogoyevac	1st Grade	889-0040 x.504	
Mrs. Carlson	1st Grade	889-0040 x.521	
Mrs. Champion	4th Grade	889-0040 x.519	
Mrs. Denove	Kindergarten	889-0040 x.503	
⊞ Mrs. Fleishman	5th Grade	889-0040 x.515	
⊞ Mrs. Forman	Kindergarten	889-0040 x.502	
Mrs. Hall	Special Education	889-0040 x.613	
Ms. Harvey	Special Education	889-0040 x.512	
Mrs. Howard	Counselor	888-0040 x.236	
⊞ Mrs. Irvin	Health Clerk	889-0040 x.223	
Mrs. MacNish	4th Grade	889-0040 x.518	
Mrs. May/Ms. Finigan	1st Grade	889-0040 x.520	
⊞ Mrs. McKagan	Library Clerk	889-0040 x237	

7. ⊟ Mr...cozzi — Computer Specialist — 889-0040 x.5?3

❝ I am so proud to be the Technology Specialist here at YB! GO BRUINS! ❞

8.

⊞ Mrs. Milgrim/Mrs. Sher	2nd Grade	889-0040 624/524	
Mrs. Perrin	Kindergarten	889-0040 x.501	
Mrs. Sarno			
⊞ Mrs. Stagg			
Dr. Barbara Starr			

5.

533 ⤢ ✉ 📖

6.   **9.**

Mrs. Wald...	
Mrs. Waters	

<< S... Pre...

4.

Computer Lab

Welcome to the Computer Lab!

The teacherPlace Directory

The teacherPlace Directory

When the public user accesses your school web page link, the following directory appears. The public may search for teachers in several ways:

1. Last Name Search
2. Search by position (optional)
3. Alpha Search
4. Manual Pagination (lower portion)

To locate quick information about a faculty or staff member, the public may: Review their name, position (optional), school (optional), or phone number.

5. To author an email, the public may click at the eMail icon. Users fill out the form and submit.

6. To visit a favorite or personal external website click the open site icon.

7 To access more teacher information, click the teacher name link or the plus icon.

8. Review the "About Me" information.

There are two ways to access teacher-Place pages:

9. Click the open book icon or roll-over this icon and select the web page from the popup box (not shown in the diagram).

NOTE: If the book icon is closed, web pages are unavailable.

teacherPlace™ Overview
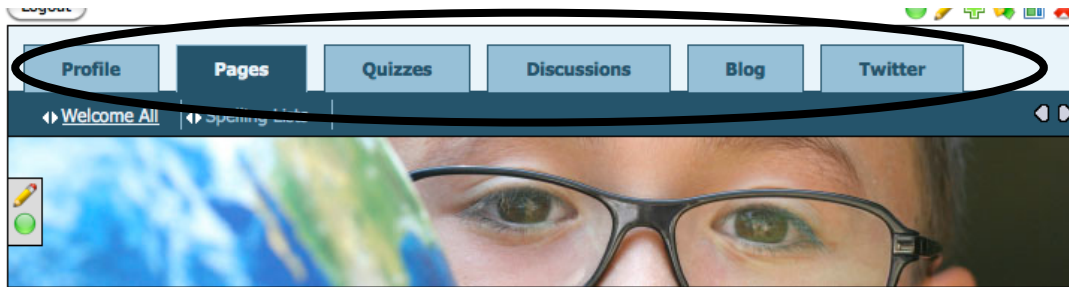
teacherPlace allows your staff to create their own profile, class web pages, and blog. In addition, they can build online quizzes/discussions, and connect to Twitter™ to provide this feed to parents and the public.

- **New Online Quiz and DiscussionTools.** Teacher users now create and generate quizzes and discussions to add to their web pages.

  1. Profile - Includes an events calendar, school alert area, and gallery.

  2. Pages - Continue to create class web pages with new "My Media" folder and easy-to-integrate images, audio, and video tools.

  3/4. Build quizzes and generate discussions to attach to your web pages.

  5. Blog - Create blog with RSS feed, archival posts, tags, and comments.

  6. Twitter - Display your Twitter™ feed to your parents and public.

- **My Media Manager.** Full access to your pdf, image, audio and video files to place within your agenda items.
- **Unlimited Page Photos.** No more 3 photo limit. Endless photostrip.
- **Agenda Item Tools.** Publish/ Unpublish, move, and expand/collapse items.

teacherPlace™ Blog

| Profile | Pages | Quizzes | Discussions | **Blog** | Twitter |

(1.) 🖉 First Grade Happenings

➕ Add New Blog Post **(2.)**

(a.) Au **(c.)** 🖉 **Gallon Milk** ...s Needed **(b.)** ✖
2 Tags: themes, request...

I would appreciate receiving empty gallon milk or liquid jugs with the caps until September 15th. We are going to **(d.)** use them for our rhythm theme at the end of September.

Please rinse the jugs before sending and visit the blog often to see the number count. We need 30. Thanks, Caroline

Current Jug Count: 35

3 Approved Comments **(e.)**
No Unapproved Comments...

─── Blog Post

| Aug 10 | 🖉 **Expanded Breakfast Program!** | ✖ |
| 2009 | Tags: general, breakfast, lunch | |

Our school district is happy to provide a **hot breakfast for all students** beginning this school year. Breakfast will be available to early arrivals at 7:40 and we will continue to serve until 8AM.

The cost of breakfast is $1.40. Payment will come out of your account. Please check your account balance by accessing our Cafe Online Site.

No Approved Comments
No Unapproved Comments...

| Aug 10 | 🖉 **Welcome to 2010-2011!** | ✖ |
| 2009 | Tags: general | |

The summer has flown by and although I will miss all the cool weather we have been having, I look forward to a new school year!

This year in first grade, we will experience several new things:

1. Expanded morning breakfast program
2. New Reading Program
3. Weekly Themes
4. Better communication via blogs

I will be posting information about all of these new items as the weeks progress. I hope you will visit my blog often. This blog will become a more personal journal of the school year.

No Approved Comments
No Unapproved Comments...

Sidebar

🖉 🟢 **Contact Me!**
👤 Miss Caroli...
🏠 Room 10...
📷 765-555-1212x810
✉ **Email Me!**
↗ **Visit My Website**

⊟ **Blog Ar...** **(3.)**
▶ 2009 **(4.)**

⊟ **Popular Tags**
- general (2) **(5.)**
- lunch (1)
- breakfast (1)
- themes (1)
- requests (1)

In this manual, you will learn how to create and update a class web page.

The teacherPlace Blog Builder allows you to create a weblog made up of regular entries of commentary, descriptions of events, or other material such as graphics or video. These entries, called posts, are displayed in reverse chronological order. The blog contains the following areas :

1. Blog Title
2. Blog Post
   a. Date Stamp
   b. Post Title
   c. Tags
   d. Post
   e. View Comments Link
3. Contact pageClip
4. Blog Archive pageClip
5. Popular Tag pageClip
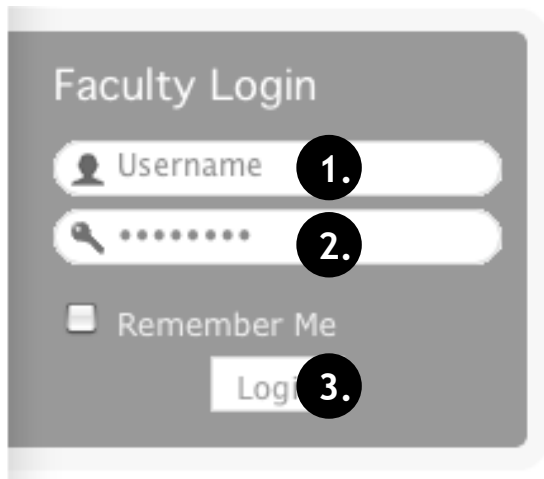
The following tutorial demonstrates a step-by-step setup of a blog.

It is recommended that you pull this page out of your manual. The sample page to the left is referenced throughout the tutorial.

Blog Setup: Login and Header

Log Into teacherPlace
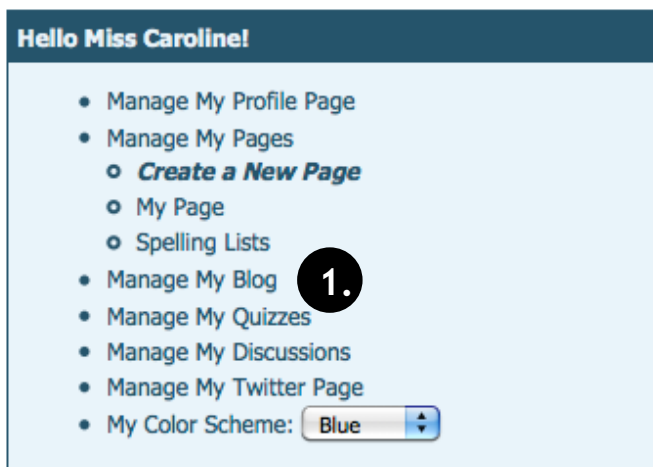
1. Locate your web site login link or area.

2. Type in your assigned "Username"

3. Type in your assigned "Password"

4. Click the "Login" button. A welcome message will appear.

NOTE: If you are unable to locate the web site login area, contact your site administrator or call mamboSchools support at 800-998-3070.

Locate the teacherPlace Directory and User Menu
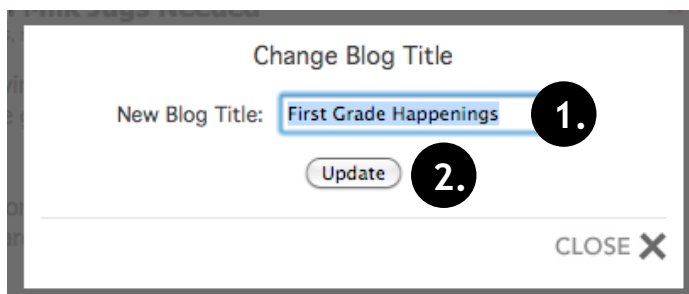
Locate your teacherPlace directory. At many sites, this directory page is listed within the main menu under the Classrooms or Academics link and is titled "Class Web Pages"

1. At the top of the directory you will see the user menu. Click at "Manage My Blog". Your default blog will appear.

NOTE: If you are unable to locate the teacherPlace directory, contact your site administrator or call mamboSchools support at 800-998-3070.

Step 1: Changing Your Blog Title

The blog title is centered above your blog posts. Locate the blog title (message) and click the edit pencil. (See page 5 - #1)

1. Edit the "New Blog Title" area.
2. Click the "Update" button.

Blog Setup: A Blog Post

What is a Blog Post?

1. Aug 10 2009 — **2.** Gallon Milk Jugs Needed — Tags: themes, requests — **1.**

I would appreciate receiving empty gallon milk or liquid jugs with ___ caps until September 15th. We are going to use them for our rhythm theme at the end of September. — **4.**

Please rinse the jugs before sending and visit this ___ often to see the number count. We need 30. Thanks, Caroline

3. Current Jug Count: 35

Post Comment

RE: Gallon Milk Jugs Needed
Thanks bunches! I will update my count now!
Miss Caroline @ 4:31 pm on 08/12/2010

RE: Gallon Milk Jugs Needed
I have 10 more ... I think that puts you over the top. I will ca___ ___ arrange to have mine collected with hers.
from 98.226.158.116 @ 4:30 pm on 08/12/2010

RE: Gallon Milk Jugs Needed
Miss Caroline, I have 23 that I saved for a rainy day! The rainy day has come and you can have them all! I will drop them off some night right after school.
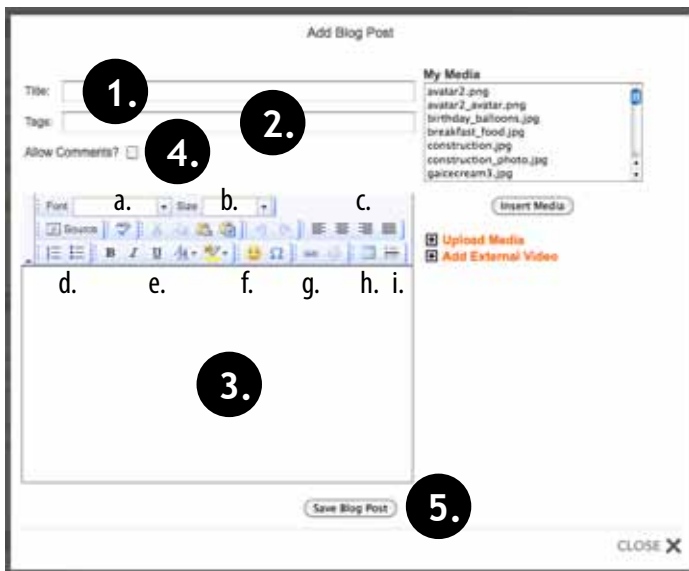from 98.226.158.116 @ 4:28 pm on 08/12/2010

The body of your blog is composed of posts. Each post is made up of 5 parts:

1. **Date Stamp.** Each post is stamped with a date. This date is used to archive and retrieve older posts from the Blog Archive pageClip (in right column).
2. **Post Title.** Title of the Post
3. **Tags.** A free-form keyword or term assigned to a blog post. Posts may have more than one tag assigned to each. These tags serve as a way to categorize or organize a blog. The most popular tags are listed in the "Popular Tags" pageClip.
4. **Post.** A regular entry of commentary, descriptions of events, or other material such as graphics or video. Each post is displayed in reverse chronological order.
5. **Comments.** If you allow comments for any post (see Step 2), the comment link will appear. The public will see the comment count link and be able to review and author new comments. When you are logged into the system, you will see the number of "Approved Comments" and "Unapproved Comments". Clicking this link will display the comments and allow you to review and publish.

NOTE: *Add as many posts as you want. Posts are archived.*

Step 2: Adding and Creating a Blog Post

Add Blog Post

Title: **1.**
Tags: **2.**
Allow Comments? ☐ **4.**

Font [ ] Size [ ] a. b. c.
Source d. e. f. g. h. i.

3.

Save Blog Post **5.**

CLOSE ✕

My Media
avatar2.png
avatar2_avatar.png
birthday_balloons.jpg
breakfast_food.jpg
construction.jpg
construction_photo.jpg
gaicecream3.jpg

Insert Media
Upload Media
Add External Video

To add a blog post, locate the plus sign and the "Add New Blog Post" link. Click the link. (See page 5, #2)

1. **Add a Post Title** (similar to a newspaper article title)
2. **Add Post Tags** NOTE: Separate tags by commas. There is no limit to the number of tags added, but it is recommended that you limit tags to two or three words that serve to describe the contents of the post or helps to categorize it.
3. **Type in your post.**

Note: Located to the right of the content area is your current media list. In our sample, you can see a list of different image, audio, and video files. Using the "Upload Media" and "Add External Video" links, adding media files is easy. If you wish to learn how to add images, audio, video, YouTube video or TeacherTube video, **please refer to the teacherPlace Lessons located within the "Documents and Manuals" library on the mamboschools.com web site.**

Content Editor Tools
a. Spell Checker
b. Paste from Word. Assists in copying text from Microsoft Word into the editor.
c. Justification Area (L to R): Left, Center, Right, Justify (Both Sides)
d. Automatic Numbering, Automatic Bulleting
e. Text Formatting Area (L to R): Boldface, Italics, Underline, Text Color, Text Background Color
f. Add emoticon
g. Add Web Link
h. Table Editor
i. Add horizontal line

4. After authoring your post, decide whether to allow comments on your post. Click the checkbox to allow comments. You can make this determination on a post-by-post basis.

5. Click the "**Save Blog Post**" button. NOTE: To cancel without saving, click the "Close" link in the lower right corner of the post box.

Repeat this step to add more blog posts.

Step 3: Editing or Deleting a Blog Post

To edit a post that you have already saved:

1. Click the "Edit" pencil beside the post.

You can edit the title, tags, or post content. (See Page 8, Step 2).

2. Click the "Delete" pencil beside a post to delete. Caution!: This action is irreversible.

Step 4: Reviewing, Approving, and Replying to Blog Post Comments

Figure 1

To review comments posted by the community, parents, or students:

Figure 1

1. Click the "Approved/Unapproved Comments" link below your post.

Figure 2

After clicking the link, the post appears with the current comments.

2. To publish a comment, click the red "unpublish" button to green. The post is now published. Reverse this action to return comment to the unpublished state.

3. To delete a comment, click the delete button. Caution!: This action is irreversible.

4. If you would like to add a comment to this post, click the post comment button.

Figure 3

5. Your name and eMail address are automatically entered. Option: You can adjust the comment title.

6. Type and author your comment.

7. Click "Save Comment". Your comment reply will appear and be published by default.

Figure 2

Figure 3

Blog pageClips™

Step 4: Editing Your Contact Information

My Information

PageClip Title:	Contact Me!
Display Name (e.g. Mrs. Smith):	Miss Caroline
First Name (Used for sorting):	Vanatta
Last Name (Used for sorting):	Caroline
Title (e.g. Mr., Mrs., Miss):	Miss
School Assignment:	– Select School –
Position 1:	– Select Position –
Position 2:	– Select Position –
Room Number:	Room 10
Phone Number:	765-555-1212x810
Email Address:	caroline@mamboschools.co
External Website:	http://www.mamboschools
E-Z Web Address:	caroline

Update

CLOSE ✖

The contact information is used within the directory, profile, and class web pages.   Locate the "Contact Me!" pageClip and click the Edit Pencil icon. (See page 5, #3). The instructions below are listed, *in order, top to bottom*.

1. Type a new pageClip title.
2. Enter your classroom friendly name.
3. Enter your first name. (Optional. Used for directory sorting)
4. Enter your last name. (Optional. Used for directory sorting)
5. Enter your surname. (Optional)
6. Select your school assignment. (See note below if empty.)
7. Select your primary position. (See note below if empty.)
8. Select your secondary position. (See note below if empty.)
9. Add room number or location. (Optional)
10. Add phone number with extension (Optional)
11. Add eMail Address (Optional)
12. Add your "External URL" or other web site address. The external link will be displayed on the directory listing.
13. Add your "E-Z Web Address" word. (See note for explanation)
14. Click the "Update" button to save your new information.

NOTES:
If you leave the any of the areas blank in steps 3-12, the public will not view this information.

The school assignment, primary position, and secondary position must be defined by your web site administrator. The teacher directory can be sorted by these fields, if they are created and assigned.

The "E-Z Web Address" allows you to select a shorter name to publicize your web site. In the example to the left, Miss Caroline's web pages can be found at: http://www.districtname.k12.in.us/caroline/

Understanding the Blog Archive and Tag pageClips

Happenings

✏ 🟢 **Contact Me!**
👤 Miss Caroline
🏠 Room 10
☎ 765-555-1212x810
✉ Email Me!

with the caps until
eme at the end of

⊟ **Blog Archive**
▼ 2009
• August (3)

o see the number count.

⊟ **Popular Tags**
• general (2)
• lunch (1)
• breakfast (1)
• themes (1)
• requests (1)

ll students
arrivals at

The blog archive and popular tags pageClips are automatically completed from your blog entries.

The **blog archive pageClip** categorizies your blog posts by the date they were created. The posts are collected by year and month. To review posts within a month, click the month link. All blog posts for this month are displayed.

The **popular tags pageClip** categorizes blog posts by the tags assigned to a post. The posts are collected by the most popular. To review posts for a tag, click the tag link. All blog posts for this tag are displayed.

Some bloggers use tags to create categories or a simple index of their posts.

Blog Page Icons

Other Important Icons

The following icons will assist you in designing your page. **All icons are fully explained in the teacherPlace Lesson 5, located in the document and manuals link on the mamboSchools web site.**

Icon	Icon Name	Description	Instructions	Location
	Publish	Allows class page, blog, titles, sections and pageClips to be viewed by the public.	Click to toggle between published and unpublish state.	profile, class page(s), blog
	Unpublish	Allows class page blog page, titles, sections, and pageClips to be hidden to the public.	Click to toggle between unpublished and published state.	profile, class page(s), blog
	Delete	Deletes a page, agenda item, agenda item attachment, blog post, event, album photo, and certain pageClip items.	Click to delete item.	profile, class page(s), blog

The File Manager
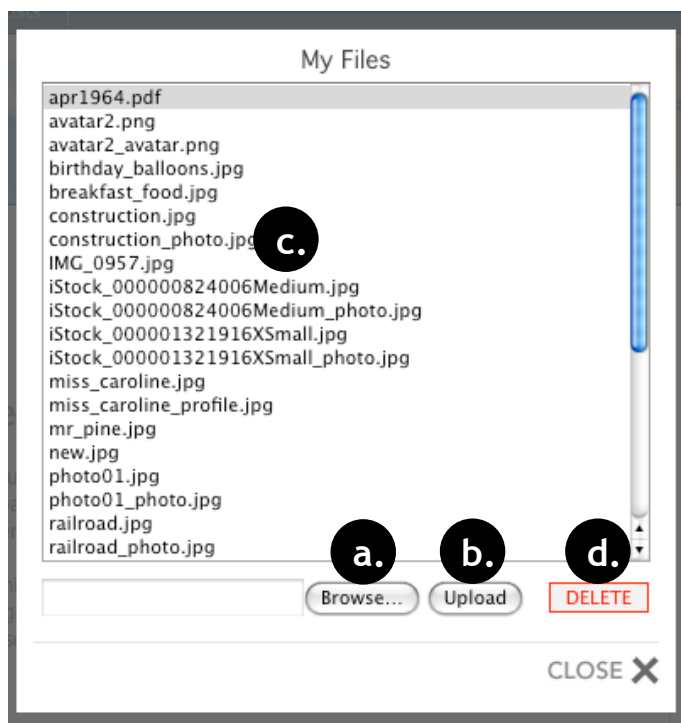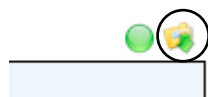
The file manager is a directory that lists all your media files. These are files you have uploaded on your profile, blog, and class web pages. To access the file manager, click the "Folder" icon.

You can upload media files in many locations, but the option to upload through the file manager is available.

To upload files:

a. Click the "Browse" button. Your computer's "Open File" dialog box will appear. Locate your photo (Desktop, My Documents, Folder) and click to highlight. Click "Open". The directory path will appear next to the "Browse" button.
b. Click "the Upload" button. The filename will appear in the directory list.

The only place to delete unwanted files is through the file manager.

To delete files:

c. Highlight the file name you wish to delete.
d. Click the "delete" button.

CAUTION: *The file manager will not delete references or links within your profile, blog or class web pages. All references or links MUST be deleted on these pages. If file references or links are not deleted, the links will be broken and error when accessed by the public. Deleted image references or links may show a red "X" or dot when viewed.*